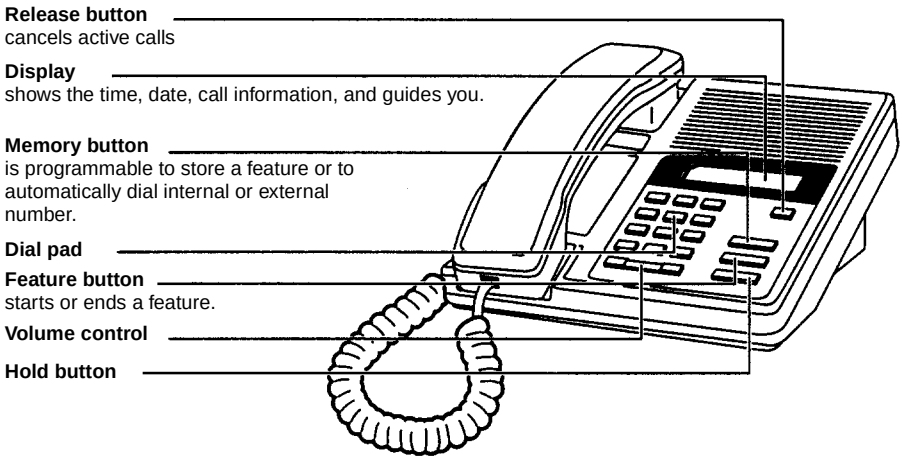
NORTEL NETWORKS

Enterprise Edge M7100 User Card

© 1999 Nortel Networks

P0908517 Issue 01

Your Enterprise Edge M7100 telephone


Release button
cancels active calls
Display
shows the time, date, call information, and guides you.
Memory button
is programmable to store a feature or to automatically dial internal or external number.
Dial pad
Feature button
starts or ends a feature.
Volume control
Hold button

Using Button Inquiry	Check what is programmed on your memory button. 1. Release all calls or lines with dial tone. 2. Press Feature * 0 . 3. Press the button that you want to check. 4. Read the display. 5. Press Feature when finished.
Adjusting the display contrast	1. Press Feature * 7 . 2. Press 1 to 9 for the level you want; the higher the number the higher the level.
Selecting a ring type and volume level	1. Press Feature * 6 . 2. Press 1 , 2 , 3 or 4 to hear the different ring types. 3. While the telephone is ringing, press 🔉 🔊 to adjust the volume level. 4. Press Feature to store the ring.
Adjusting the handset or telephone speaker volume	1. Press 🔉 🔊 when using the handset or the speaker.

Making and answering calls

Answering calls

1. When your telephone rings, lift your handset.
   You are immediately connected to the call.

Making external calls

Depending upon the dialling mode programmed for your telephone, you may be able to dial your call before lifting your handset.

1. Pick up the handset.
2. Dial 9 (your system's exchange line access code or a line pool access code).
3. Dial the external telephone number.

Making internal calls

1. Pick up the handset.
2. Dial the internal number.

Note: Extension numbers and the exchange line access code are supplied by your System Administrator.

Making or answering a second call

The M7100 telephone allows you to have two calls active at the same time.
You can switch between calls using Hold.

To answer a second call while on another call

1. Press Hold to put the first call on hold.
   The second call automatically comes onto the line.

To hold a call and make a second call

1. Press Hold to put the first call on hold.
2. Dial the telephone number for the second call.

To return to the first call

1. Press Hold again to return to the first call on hold.
   The second call is automatically put on hold.

Hold

To hold a call

1. Press Hold.
2. Press Hold again to return to the call on hold.
   Check the display for confirmation or additional information.

Note: If you have difficulty selecting a line on your M7100 telephone, ask your System Administrator to check your telephone's programming. Your telephone must be assigned to use an exchange line or line pool.

Programming the memory button

About the memory button

The memory button can store a telephone number or feature code to give you one touch dialling or feature activation. You can change the memory button by programming it with a new number or feature code.

Memory button

Remember: Press Feature * 0 to check a memory or line button.

Programming the memory button

External Autodial

1. If you are on a call or a line with dial tone, press Hold or Rls.
2. Press Feature * 1.
3. Dial the external number.
4. Press Hold to store the number.
5. Label your new button.

Internal Autodial

1. If you are on a call or a line with dial tone, press Hold or Rls.
2. Press Feature * 2.
3. Dial the extension number.
4. Label your new button.

Features

1. If you are on a call or a line with dial tone, press Hold or Rls.
2. Press Feature * 3.
3. Press Feature and the feature code.
4. Label your new button.

Erasing the memory button

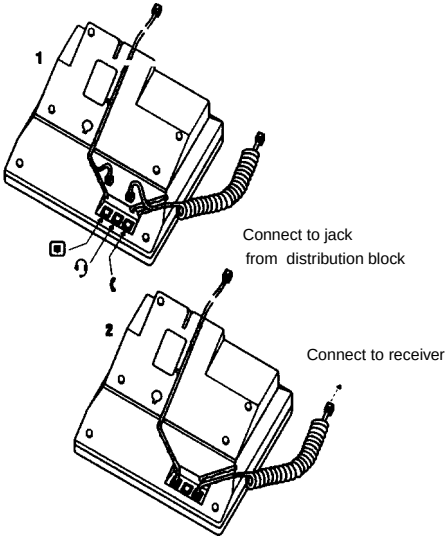
1. If you are on a call or a line with dial tone, press Hold or Rls.
2. Press Feature * 1.
3. Press Hold to erase the button.

Notice

These telephones now conform to the latest standards in relation to the positioning of Q and Z on the number keys. The Q appears on key number 7 and the Z appears on key number 9.

Setting up the telephone

Connecting the cords



ATTENTION Before attempting to carry out **any** work on the telephone, ensure that the line cord is unplugged from the wall socket.

To remove any of the cords, squeeze the release latch on the plug and gently pull the plug from the socket.

Connect the handset cord to the jack labelled with the telephone icon and route the cord as shown.

Route the line cord through the stand and connect the cord to the telephone jack that is marked with the jack icon.

Attach the stand using either pair of slots; to raise the back of the telephone to its highest position, use these slots.

Once the above work is complete, plug the line cord back into its wall socket.

Setting up the telephone

Mounting the telephone on the wall